

WICHITA AREA METROPOLITAN PLANNING ORGANIZATION

TECHNICAL ADVISORY COMMITTEE NOTICE OF MEETING

The Technical Advisory Committee (TAC) will hold a meeting on **Monday, June 26, 2006**, in the Tenth Floor Conference Room, Wichita City Hall, 455 N. Main, Wichita, Kansas - beginning at **10:00 a.m.**

If you have any questions regarding the meeting or items on this agenda please call the Metropolitan Area Planning Department at 316.268.4391.

AGENDA

1. Call meeting to order – Chairperson, TAC.
2. Approve minutes of the May 30, 2006 meeting.
3. Discussion on the Draft Transportation Improvement Program (TIP) Policy – Guidelines Element.
Presentation by Nancy Harvieux, Transportation Planning Manager.
4. FFY 2006 WAMPO Federal Metro Urban Funds (STP/CMAQ/BR) Projects Status.
Presented by Nancy Harvieux, Transportation Planning Manager.
5. Last date for Obligation of Federal Funds for FFY 2006 projects.
Presentation by Byron Low, Federal Highway Administration and Lee Holmes, Kansas Department of Transportation.
6. Other items.
7. Adjournment.

John L. Schlegel, Director
Wichita Area Metropolitan Planning Organization
June 19, 2006

WICHITA AREA METROPOLITAN PLANNING ORGANIZATION

Technical Advisory Committee (TAC) Minutes of Meeting

May 30, 2006 Meeting

Attendance

Members Present:

Ronald Marnell, Chair
Jim Armour, City of Wichita
Diana Brooks, City of Colwich
Chris Carrier, City of Wichita
Paul Gunzelman, City of Wichita
Nancy Harvieux, (WAMPO)
Byron Low, FHWA, Ex Officio
Les Mangus, City of Andover
Angela Millspaugh, City of Haysville
Jay Newton, Ex Officio
Marjie Norton, KDOT
John Schlegel, MAPD/WAMPO
David Spears, Sedgwick County
Dan Squires, City of Derby

Members Absent:

Forrest Nagley, Wichita Transit
Joanie Roeseler, Ex Officio

Others Attending:

Tom Hein, KDOT
Lee Holmes, KDOT
Mike Moriarty, KDOT
Eldon Miller, City of Valley Center
Dana Walden, City of Park City
Jack Whitson, City of Park City

Mike Jacobs, City of Wichita
Gary Janzen, City of Wichita
Dennis McHugh, City of Wichita
Purab Adabala, WAMPO
Aprajit Desai, WAMPO
Daniel Nguyen, WAMPO
Bhupendra Patel, WAMPO

1. Call meeting to order – Chairperson, WAMPO.

The meeting was called to order by Mr. Marnell, Chairperson of the Technical Advisory Committee, held in the Planning Department Conference Room, 10th floor, City Hall, 455 N. Main, Wichita KS.

2. Approval of the Minutes of the April 17, 2006 meeting.

Mr. Marnell asked if there were any additions or corrections to the minutes.

Mr. Armour requested that the following sentence on page 3 of the minutes – “The Committee members were all in agreement that the shift in funds from the 143rd St. Bridge at KTA to the 47th St. South Bridge project was not appropriate” be revised to say – “There was a consensus that the shift in funds from the 143rd St. Bridge at KTA to the 47th St. South Bridge project was not appropriate.”

ACTION: Mr. Marnell moved to approve the May 30, 2006 Minutes subject to minor revisions. Ms. Norton seconded the motion. Motion carried unanimously. (14-0)

3. Draft Transportation Improvement Program (TIP) Policy – Guidelines Element.
Presentation by Nancy Harvieux, Transportation Planning Manager.

Ms. Harvieux advised the Committee members that the document was the first draft of the TIP Policy - Guidelines Element. The agreements made at the April 17, 2006 TAC meeting and guidance from the WAMPO Policy Body at their May 18, 2006 meeting were reflected in the draft. She stated that the TAC would need to approve the document and it would then be taken to the Policy Body for final approval.

After further discussion, the Committee decided that more time was needed to review and make changes to the draft. The item was tabled until the next TAC meeting.

The Committee members agreed to cancel the July 3, 2006 TAC meeting and to have the meeting one week earlier on Monday, June 26, 2006 at 10:00 a.m.

ACTION: Item was tabled until the June 26, 2006 meeting.

4. FFY 2006 WAMPO Federal Metro Urban Funds (STP/SMAQ/BR) Projects Status.
Presentation by Nancy Harvieux, Transportation Planning Manager.

Ms. Harvieux asked the project sponsors to provide the status of their FY 2006 projects. The following projects were the only ones that had a change:

City of Andover

- 1 Regional ITS Systems Implementation – may be dropped or delayed to FY 2007

City of Colwich

- 2 1st St. Pedestrian/Bicycle Pathway – move to FY 2007

City of Wichita/Sedgwick County

- 3 ITS AVL Project – request to drop

City of Wichita

- 4 ITS Wichita Transit Project – hold;
- 5 Intersection: 13th St. N. & Broadway – move to FY 2007;
- 6 Intersection: 13th St. N. & Mosley – move to FY 2007;
- 7 15th St. N. Bridge @ Drainage Canal – move to FY 2007; and
- 8 29th St. N.: 119th St. W. to Maize – hold

ACTION: No action required on this item.

5. Transportation Improvement Program (TIP) FFY 2006 through FFY 2013 Project List.
Presentation by Nancy Harvieux, Transportation Planning Manager.

Ms. Harvieux also asked that the project sponsors provide the status for projects for FY 2007 and FY 2008. The following were the only ones that had a change:

City of Wichita

Pawnee: Seneca to Meridian – move to FY 2006

Pawnee: 119th St. W. to Maize – move to FY 2006

Mr. Magnus inquired as to why there was such a dramatic increase on some projects. He wanted to know if it was due to a change in the scope of the projects.

Mr. Janzen stated that the scope for the City of Wichita projects did not change, but it was due to the rising cost of materials increasing dramatically over the past year.

ACTION: Item was tabled until the June 26, 2006 TAC Meeting.

6. Other items.

Ms. Norton informed the Committee that she would be on temporary leave and that her replacement would be Mr. Mike Moriarty.

7. Adjournment.

With no further business, the meeting was adjourned at 11:05 a.m.

WICHITA AREA METROPOLITAN PLANNING ORGANIZATION

Date: June 19, 2006

TO: Technical Advisory Committee

FROM: Nancy Harvieux, AICP
Transportation Planning Manager

RE: Discussion on the Draft Transportation Improvement Program (TIP)
Policy – Guidelines Element.

The Technical Advisory Committee (TAC), at their April 3rd & 17th, 2006 meetings, initiated the process to develop the WAMPO TIP Policy document. The Committee was able to reach a consensus on ways to address the issue of fiscal constraint and specific recommendations were developed to ensure that the TIP was fiscally constrained. The WAMPO Policy Body, at their May 18, 2006 meeting, reviewed the TAC recommendations and also provided their input into the Draft TIP Policy.

The WAMPO Staff has enclosed a copy of the Draft Transportation Improvement Program (TIP) Policy – Guidelines Element (Attachment 1) for your review and comment.

RECOMMENDED ACTION:

1. *Review and comment on the Draft Transportation Improvement Program (TIP) Policy – Guidelines Element.*

Attachment(s):

1. *Draft Transportation Improvement Program (TIP) Policy – Guidelines Element*

Draft

W A M P O

Wichita Area Metropolitan Planning Organization Transportation Improvement Program (TIP) Policy

SECTION 1.0 INTRODUCTION

The Wichita region's growing pattern of development and travel demand requires a continuous program of managing and improving the area's surface transportation system. The transportation system plays a central role in the lives of the citizens of the region as they go about their daily business and activities. If the metropolitan area is to enjoy an enhanced quality of life and maintain a competitive position both regionally and nationally, a transportation improvement program is necessary to assure that the transportation system is positioned to make a positive contribution.

The *Transportation Improvement Program (TIP)* presents a program of improvements to the surface transportation system within the Wichita planning area to be implemented for the short-range with federal matching funds. The projects, through a combination of federal, state, and/or local funding sources, cover a wide range of transportation modes, including streets and highways, public transportation, and bicycle and pedestrian facilities. Planned improvements include new construction; expansion of existing services, and facilities; Intelligent Transportation Systems (ITS); reconstruction of existing facilities; and efficiency improvements to increase the effectiveness of existing transportation investments. The MPO, in cooperation with the KDOT and Wichita Transit has the lead responsibility for carrying out the development of the TIP.

The TIP serves as a short-range implementation program, identifying projects selected by the MPO to be initiated during the upcoming four-year period. Additionally, the TIP is used as a program management tool to gauge progress of the transportation plan for the region. Specifically, improvements contained within the TIP must be consistent with approved transportation plans, primarily the *Long-Range Transportation Plan (LRTP)* and should reflect progress toward the overall transportation goals of the region.

The TIP is also a financially constrained program of projects for which funding is expected to be available over the four (4)-year period. The WAMPO TIP includes an out-year to aid in programming and planning. As a result, the *TIP* reflects the transportation improvements priorities of the region, given the resources available. Projects in the planning area using federal funds and of regional significance must be listed in the TIP. Regionally significant projects are those that have a major impact on the region without using federal funding. The WAMPO is specifically responsible for programming funding for the Surface Transportation Program (STP), Bridge (BR), and Congestion Mitigation Air Quality Improvements (CMAQ) categories.

Draft

A financial summary in the document lists the total funds expected and programmed from all sources (federal, state, and local). Federal legislation dictates the minimum requirements when developing a TIP (e.g. number of years, update schedule, etc).

1.1 Process Overview

There are a number of processes involved in the development and maintenance of the TIP. These include development of a new TIP, the Amendment and Administrative Revision processes. Procedures that contribute to these main processes include, but are not limited to, Call for Projects, application of Project Selection Criteria, and Project Status Monitoring. This Policy outlines the guidelines to be used in the development and maintenance of the TIP along with the activities involved in these processes.

SECTION 2.0. GUIDELINES

The following Policies outline requirements of the TIP. Specific policies will be applied as appropriate when creating a New TIP, amending, or applying an administrative revision to an existing TIP.

2.1 Sponsor

The WAMPO requires the project be sponsored by a governmental jurisdiction, to assure that the matching funds will be available as outlined on the project application. Associations and Private Applicants can, through mutual agreement with local jurisdictions, apply for project funds. These non-government applicants must have the sanctioning of a jurisdiction through official action to assure local funding will be available.

2.2 Federal Share

Projects once selected for TIP funding are at a maximum allowed to request 80% federal funding for construction and construction engineering costs. Using the 80% federal share requires a minimum match of 20% by the sponsoring agency/jurisdiction. Actual obligation of federal funds by KDOT for each project selected by the MPO will not exceed the amounts programmed by WAMPO in the TIP. Increases in the dollar amount (not greater than the 80/20 split) must go through the amendment process.

2.3 Fiscal Constraint

Federal regulation requires the TIP be fiscally constrained. In other words, there should not be more projects programmed than can realistically be funded. At times there may be more projects programmed to allow for the potential of a project running into a snag, preventing it from being started on time, but this programmed amount should not exceed the federally authorized amount (approximately 20% over obligation amount). It is also understood that with the limitation on funds, when there is programming above the obligation amount, it is possible not all programmed

Draft

projects will be started in the year listed and may need to be moved to a later year to accommodate fiscal constraint requirements.

In order to best program for project development a reverse sliding scale is applied to the TIP. Table 1 outlines how programming percents will be applied by program year. When there is more than one out-year, there will be no programming above the obligation amount in the out-years.

Table 1 Reverse Sliding Scale

Program Year	Percent above obligation amount
First	20
Second	20
Third	10
Fourth	5
Out-year(+)	0

Awarded funds may be distributed over more than one year. In that case, the requesting agency/jurisdiction must receive approval from Federal, State, and MPO agency representatives. The agency/jurisdiction will carry the requested funding for the out-years. Reimbursement will occur if, and when, federal funds become available in future years.

2.4 Overrun Costs

In order to assure the project is completed, overrun funding is available above the initial award amount, not to exceed the 80% share of federal funds through out the life of the project and/or at completion of the project. The intent of tracking the changes in funding during the course of the year is to assure project schedule flexibility.

Overrun costs are deducted from available federal funds. If an overrun is requested and all current year federal funds have been obligated, the overrun amount will be deducted from the next years funding prior to any funds being released for obligation. This may result in a reshuffling of program projects to assure fiscal constraint is maintained. Projects will be shifted into later years until fiscal constraint is reached.

If an individual project or phase of a project is anticipated to exceed the project budget established in the TIP, the entire additional cost will be born by the sponsor unless the WAMPO approves additional federal funds for the project through a TIP Amendment / Administrative Revision.

There are two ways to increase the funding amount of the project:

- During the life of the project incremental cost increases as they occur through the Amendment /Administrative Revision process.
- Upon completion of the project a total amount requested is submitted through the Amendment /Administrative Revision process.

2.5 Project Additions / Changes

A project can be added into the TIP, through a Call for Projects when unanticipated funding becomes available or when doing a New TIP, if approved by the Technical Advisory Committee (TAC). The addition of projects will require the Amendment process. All Amendments require final approval by the Policy Body.

Draft

There are two ways existing project information can be changed on an existing TIP project. This includes changes to the year of an existing project or to the federal share amount.

- a. An administrative revision can be done by WAMPO staff if the requested change is less than \$200,000 or 10% (whichever is less) of the federal funding amount awarded to a project at the time of the request. This change will be reflected in the next amendment.
- b. An amendment can be made to the awarded project upon request by the sponsoring agency to shift years or change the federal portion maintaining the maximum 80/20 split if the administrative revision guidelines do not apply.

2.6 Call for Projects

The staff of the WAMPO through written application announcements, advertising on the web, in newspaper box ads, and newsletters opens the process up to requests for projects. An application is available to project sponsors for completion and submission to the WAMPO. The application provides information to staff that will aid in use of the Project Selection Criteria. ***The Technical Advisory Committee (TAC) must approve all requests for a Call for Projects.*** The Call for Projects is used during the development of a new TIP and can also be used as situations arise requiring programming of unanticipated available funding.

2.7 Project Selection Criteria

The Project Selection Criteria (PSC) is developed to aid in the programming of projects. PSC uses current and projected information in the review of a projects merit to receive federal funds. PSC was developed through a cooperative effort between representatives from communities in the planning area, Wichita Transit, State, Federal, and MPO staff. Appendix X outlines the various PSC used in conjunction with project presentation in programming.

2.8 Project Monitoring

In order to maintain an updated TIP while adhering to legislative requirements for a fiscally constrained TIP and to present project status on an annual basis, a quarterly project update is required. Staff will provide an annual project status update for publication on the web and will be distributed to TAC and Policy Body members.

Sponsoring agencies are required to provide project updates quarterly at the Technical Advisory Committee (TAC) meetings. Requested information includes letting status and/or if the project progress will require movement to later year or funding changes. By using a monitoring system projects are also followed for reasonable progress toward letting.

2.9 Public Involvement Process

The TIP public involvement activities are outlined in detail in the MPO public participation program / policy. All changes to the TIP must follow the process as outlined, are advertised, and made available for public review and comment.

Draft

2.10 Obligation of Funds

Federal funds awarded in each federal fiscal year must be obligated by September 30th of that year. An obligation is the Federal government's promise to pay the State for the Federal share of a project's eligible cost. This commitment occurs when KDOT submits a Project Agreement to FHWA for their approval.

Before KDOT can submit a Project Agreement to FHWA for their approval, the following criteria must have been met by the sponsoring agency in coordination with the MPO and KDOT:

- a. The project must be on the MPO's existing, approved Transportation Improvement Program (TIP);
- b. If KDOT is authorizing any work phase other than preliminary engineering; all environmental clearances must be done and the sponsoring agency's City/State agreement shall have been executed;
- c. In the case of Construction Engineering (CE)/Construction authorization, KDOT must also have a ROW Clearance and a Utilities Certificate in place with the KDOT.

Obligated funds are considered used even if no expenses have incurred. Once a project has been obligated it can be "Let" at any point. The term "Let" is a shortened term for "Bid Letting" which means the project has been opened up to contractors for bidding. The date on which a project is "Let" is referred to as the "Let Date".

WICHITA AREA METROPOLITAN PLANNING ORGANIZATION

Date: June 19, 2006

TO: Technical Advisory Committee

FROM: Nancy Harvieux, AICP
Transportation Planning Manager

RE: FFY 2006 WAMPO Federal Metro Urban Funds (STP/CMAQ/BR) Projects Status.

In an effort to keep the TIP current and ensure that Metropolitan Planning Organization (MPO) does not loose federal funds, the WAMPO Staff is requiring all project sponsors with projects in FFY 2006 to provide an update on the status of their projects at the June 26, 2006 TAC meeting. Included with the list of projects for the FFY 2006 (Attachment 1) are the corresponding letting dates provided by the project sponsor during the May 30, 2006 TAC Meeting. The project sponsor will review the attachment and provide the following information as of June 26, 2006:

- The project was let on _____ (date MM/DD/YY);
- The project is on schedule and will be let on _____ (date MM/DD/YY); or
- The project has been delayed and is now scheduled to be let on _____ (date MM/DD/YY)

RECOMMENDED ACTION:

None.

Attachment(s):

1. *Federal Fiscal Year 2006 WAMPO Metro Urban Fund Project Status*

Federal Fiscal Year 2006 WAMPO Metro Urban Fund Project Status

Jurisdiction	Project	Status		
		LET	Scheduled LET	Revised Scheduled LET
2006				
Andover	13th St. N.: 159th St. E. to 1/2 mile east		Sep-06	
Andover	13th St. N.: West of Andover Rd. to KTA Bridge	Jan-06		
Andover	Regional ITS System Implementation	Dropped by the City of Andover		
Colwich	1st St. Pedestrian/Bicycle Pathway			Sep-07
Colwich	167th St.W.: Wichita Ave. to 57th St. N.		Sep-06	
Haysville	Main Street: Grand Ave. to Cowskin Creek		Sep-06	
Park City	53rd St. N.: Bridge @ Chisholm Creek		Sep-06	
W. Transit	Q-Line Shuttle		on schedule	
W. Transit	Ride Share Program		on schedule	
W. Transit	WSU Basketball Shuttle & Air Show Shuttle		on schedule	
Wichita/SG	ITS AVL Project (\$993,500 Fed. Earmark)		on schedule	
Wichita	ITS Wichita Transit Project (\$1,744,000 Fed. Earmark)		Hold	
Wichita	ITS Signal System Project (\$1,000,000 Fed. Earmark)		Sep-06	
Wichita	Intersection: 13th St. N. & Broadway			Sep-07
Wichita	Intersection: 13th St. N. and Mosley			Sep-07
Wichita	Intersection: Maple & Ridge		Jul-06	
Wichita	Intersection: Pawnee & McLean		Aug-06	
Wichita	11th St. N.: Bridge @ Drainage Canal		Aug-06	
Wichita	15th St. N.: Bridge @ Drainage Canal			Sep-07
Wichita	Central:Oliver to Woodlawn & Bridge @ Brookside		Jul-06	
Wichita	Oliver: Bridge @ Gypsum Creek	Feb-05		
Wichita	Greenwich: 13th St. N to 26th St. N	Dec-05		
Wichita	21st St. N.: Oliver to Woodlawn	Jan-06		
Wichita	29th St N.: 119th St. W. to Maize	Hold/Tentative		
Wichita	29th St N.: Tyler to Ridge	Mar-06		
Wichita	37th St. N.: Tyler to Ridge & Bridge West of Ridge		Sep-06	
Wichita	Central: Woodlawn to Rock		Jul-06	
Wichita	Greenwich: K-96 to 29th St. N.		Sep-06	
Wichita	Hillside: Kellogg to Central		Aug-06	
Wichita	Pawnee: Palisade to Water		Aug-06	
Wichita	Pawnee: Washington to Hydraulic		Aug-06	
2007				
Wichita	Pawnee: Seneca to Meridian			Sep-06
Wichita	Pawnee: 119th St. W. to Maize Rd.			Sep-06

WICHITA AREA METROPOLITAN PLANNING ORGANIZATION

Date: June 19, 2006

TO: Technical Advisory Committee

FROM: Nancy Harvieux, AICP
Transportation Planning Manager

RE: Last date for Obligation of Federal Funds for FFY 2006 projects.

The Federal Highway Administration (FHWA) and the Kansas Department of Transportation (KDOT) have informed the WAMPO Staff that all the FFY 2006 projects have to be obligated by September 18, 2006. All the project sponsors need to review their projects and ensure that their LET DATE will meet the **September 18, 2006 obligation deadline**. The WAMPO Staff will need all the requests for amendments by July 19, 2006. The TAC will meet on July 31, 2006 to review and make a recommendation to the Policy Body. The WAMPO Policy Body is scheduled to meet on August 17, 2006 to review and amend the 2006 TIP.

Representatives from the FHWA and KDOT will be present at the June 26, 2006 TAC meeting to answer any questions.

RECOMMENDED ACTION:

None.

Attachment(s):

None.